



**ITU/APT Workshop on NGN Planning**  
**16 – 17 March 2007, Bangkok, Thailand**

<b>PARTICIPANTS' INFORMATION</b>	
<b>VENUE AND DURATION:</b>	<p>The International Telecommunication Union (ITU) and Asia-Pacific Telecommunity (APT) are jointly organizing the ITU/APT Workshop on NGN Planning from 16 to 17 March 2007 at the Amari Watergate Hotel in Bangkok, Thailand. The Workshop will be held in conjunction with the Twelfth APT Standardization Program Forum (ASTAP) which is organized by the APT from 12 – 15 March 2007.</p> <p><b>The Amari Watergate Hotel</b>            Address: 847 Petchburi Road, Pratunam, Rajthevi, Bangkok 10400, Thailand            Tel: +66 2653 9000            Fax: +66 2653 9045            Website: <a href="http://www.amari.com">http://www.amari.com</a></p> <p><b>Centre Point Executive Serviced Apartment (5 min-walk to venue)</b>            Address: 6 Soit 15, Petchburi Road, Rajthevi, Bangkok 10400, Thailand            Tel: +66 2653 6690-8            Fax: +66 2255 3845            Website: <a href="http://www.centrepoin.com/Locations/Petchburi_a.aspx">http://www.centrepoin.com/Locations/Petchburi_a.aspx</a></p>
<b>REGISTRATION:</b>	<p>The registration counter will be set up in foyer of the Conference Room of the Amari Watergate Hotel 08:00 to 09:00 hours on Friday, 16 March 2007 <u>for Workshop participants</u>.</p>
<b>PARTICIPATION AND REGISTRATION FEE:</b>	<p>Participation is open to ITU Member States, Sector Members, Associates, and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. The workshop is free of charge.</p> <p>The attached Attendance Form must be completed and returned by <b>15 February 2007</b> to the ITU Secretariat at fax no: +66 2574 9328.</p>
<b>HOTEL ACCOMMODATION RATE AND RESERVATION:</b>	<p>The meeting venue, Amari Watergate Hotel, is also recommended for all participants to stay during the meetings. Please make sure you book through <b>ITU or APT Secretariat</b>, not directly to the hotel.</p> <p><b>The Amari Watergate Hotel</b></p> <p>The below room rates are inclusive of buffet breakfast, service charge and VAT:</p> <ul style="list-style-type: none"> <li>• <b>Superior Room:</b> Single THB 2,900.- net      Twin THB 3,100.- net</li> <li>• <b>Deluxe Room:</b> Single THB 3,700.- net      Twin THB 3,700.- net</li> </ul> <p><b>Centre Point Executive Serviced Apartment</b></p> <p>The below room rates are inclusive of buffet breakfast:</p> <ul style="list-style-type: none"> <li>• <b>Studio without kitchen:</b> Single THB 1,365.- net      Double THB 1,890.- net</li> <li>• <b>Studio with kitchen:</b> Single THB 1,475.- net      Double THB 2,100.- net</li> </ul> <p><u>Reservation at this hotel will be done by ITU or APT Secretariat through completion of the attendance form.</u> ITU or APT will however not be responsible for payment of any Hotel accounts and may not be able to guarantee hotel reservation after the closing date.</p>
<b>MEETING WEBSITE AND MEETING DOCUMENTS:</b>	<p>Related information regarding the meetings and provisional meeting documents will be available on the ITU Website at <a href="http://www.itu.int/ITU-D/asp/">http://www.itu.int/ITU-D/asp/</a>.</p> <p>Contributions from ITU Member States, Sector Members, Member Associates, regional and international organizations are welcome. Kindly prepare in Microsoft PowerPoint and/or Word, English Version and send it to ITU Secretariat, not later than <b>15 February 2007</b>, preferably by email at <a href="mailto:wachira.woramanakul@itu.int">wachira.woramanakul@itu.int</a>.</p>
	<p>In order to facilitate efficient meeting management and document handling processes, the ITU and APT encourage the use of electronic documents during the <b>ITU/APT Workshop on NGN Planning</b>. A limited number of hardcopies of the documents will be prepared for distribution prior to and during the Workshop. Electronic copies of the Workshop documents will be available on line. <b>Hardcopy of the documents will be provided only upon request.</b> Members are encouraged to carry their Laptop computers for the Workshop. <b><u>Those who need hardcopy of the documents are requested to mention it in the registration form.</u></b></p>

<b>TRANSPORTATION FROM AIRPORT:</b>	<p>As many delegates will be aware, the new airport “Suvarnabhumi Airport” has started operating since 28 September, 2006. Due to difficulties trying to meet delegates at this new airport because its size and location (10 times bigger than Donmuang Airport), the APT is requesting all participants to use the services of public taxi meter or a limousine. It will be more convenient and efficient for all participants to take their own transport instead of looking for APT staff in this very large airport. Given this, the ITU and APT will now not provide any transportation from and to Suvarnabhumi Airport. For your information, public taxis can be accessed on the <u>ground floor</u> of the airport.</p> <p>For more details on Suvarnabhumi Airport and transportation system, please visit the following website:-</p> <ul style="list-style-type: none"> <li>• <a href="http://bidding.airportthai.co.th/airportnew/bidding/nbia/en/index.htm">http://bidding.airportthai.co.th/airportnew/bidding/nbia/en/index.htm</a></li> <li>• <a href="http://www.suvarnabhumiairport.com">http://www.suvarnabhumiairport.com</a></li> </ul>
<b>VISA INFORMATION:</b>	<p>As visa requirements change from time to time and vary for the citizens of different countries, you are requested to check the visa requirements with your nearest Royal Thai Embassy. The Embassy may take at least two weeks for visa processing. For more details, kindly visit <a href="http://www.mfa.go.th">http://www.mfa.go.th</a>.</p>
<b>INSURANCE:</b>	<p>Due to procedural difficulties and budgetary constraints, the ITU and APT are not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. The ITU and APT, therefore, request your administration/organization/company to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.</p>
<b>COMMUNICATION FACILITIES:</b>	<p>Please note that during the Meetings, ITU and APT will not provide any free telephone or facsimile service. We suggest that you use your mobile phone. To arrange for mobile roaming you need to contact your carrier/service provider in your country before departure.</p>
<b>ITU SECRETARIAT CONTACT INFORMATION:</b>	<p><b>Mrs. Wachira Woramanakul</b>  ITU Regional Office for Asia and the Pacific  89/2 Chaengwattana Road, Laksi  Bangkok 10210  Thailand  Tel: +66 2574 8565 - 9  Fax: +66 2574 9328  Email: <a href="mailto:wachira.woramanakul@itu.int">wachira.woramanakul@itu.int</a></p>
<b>APT SECRETARIAT CONTACT INFORMATION:</b>	<p><b>Mrs. Pornpan Sirayathorn</b>  Program Secretary  Asia Pacific Telecommunity  12/49 Soi 5 Chaengwattana Road  Bangkok 10210  Thailand  Tel: +66 2573 0044 ext. 119  Fax: +66 2573 7479  Email: <a href="mailto:pornpan@apt.int">pornpan@apt.int</a></p>
<b>PRACTICAL INFORMATION</b>	
<b>ABOUT BANGKOK:</b>	<p>Bangkok or the “City of Angels” was established in 1782 by King Rama I. Over the years, Bangkok has grown from a small city laced with lovely canals, to a modern metropolis of 10 million inhabitants. Bangkok is today a city which offers a harmonious blend between Thailand’s rich cultural heritage and modern comfort.</p>
<b>WEATHER:</b>	<p>During March the average temperature is 25 to 34 degree Celsius and average rainfall 97 mm.</p>
<b>ELECTRICITY:</b>	<p>Supply voltage is 220 Volt, 50 Hz. Please bring the right adapter for your equipments</p>
<b>TIME ZONE:</b>	<p>GMT + 7 hours.</p>
<b>BANKS AND CURRENCY:</b>	<p>The unit of Thai currency is Thai Bath (THB). The exchange rate as on 3 January 2007 is THB 36.08 to USD 1.00.</p> <p>The number branches of commercial banks are available around the meeting venue. All of them have the currency exchange counter. Normal banking hours are 08.00 a.m. to 16.00 p.m. on a weekday. Some currency exchange counter works until midnight. Credit cards including VISA, Master Card, American Express, Diners Club and JCB, are accepted at major hotel, restaurants and departmental stores.</p>